

TOWN OF HOLLAND REQUIRED PROCEDURE FOR A SPECIAL USE PERMIT

- 1) All applications must meet all Municipal, State and Federal rules and regulations.
- 2 Conference type meeting with the Building Zoning Officer
 - 1 Applicant must supply to the Building Zoning Officer building specs, survey, drawings and type of request and or type of business.
- 3 Applicant must sign and date the form to appear on the Town Board Agenda.
- 4) Applicant will attend a Town Board Meeting presenting to the Board all necessary documents for the request of a Special Use Permit.
- 5) The Town Board shall direct the applicant and supporting documents to the Planning Board.
- 6 In the event of referral by the Town Board, the Planning Board shall review the application and within (30) thirty days, after receipt of such application, make a report to the Town Board.
- 7) A Public Notice will appear in the official Town Paper, this Public Notice will be a Public Hearing to grant the Special Use Permit. All persons for or against the issuance of the Special Use Permit will be heard at this hearing.
- 8) Applicants attend the Public Hearing with the required documents and personal, if needed, to explain any details of the application.
- 9) Applicants attend a Board Meeting at which by Resolution the Town Board will either approve or disapprove the Special Use Permit.

If approved, the applicant with all supporting documents will obtain from the Town Clerk the Special Use Permit. The fee for the permit is payable to the Town Clerk upon issuance of the permit.

A complete folder for each such permit will be on file at the office of the Town Clerk.